



Glen B. Gainer III
State Auditor

**2012 Annual Training for
County Clerks and Deputies**
Glade Springs, Daniels, West Virginia
June 12-15, 2012
AGENDA

TUESDAY - JUNE 12, 2012

- 12:00 - 3:00 **Exhibitor Setup** – The Inn at Glade Springs - Conference Center Foyer
- 3:00 - 5:00 **Seminar Registration** – The Inn at Glade Springs
- 6:00 - 8:30 **Welcome Reception** – Leisure Center at Glade Springs

WEDNESDAY - JUNE 13, 2012

- 8:00 - 8:30 **Seminar Registration** - The Inn at Glade Springs
- 8:00 - 9:45 **Working Breakfast** - Provided
- 8:30 - 8:35 **Opening Ceremony**
Ora Ash, Director - Local Government Services, State Auditor's Office
- Welcome**
The Honorable Diana Cromley, President - West Virginia County Clerks' Association
- 8:35 - 8:45 **Special Remarks**
The Honorable Robin Davis - Justice, West Virginia Supreme Court
- 8:45 - 9:15 **Keynote Address**
The Honorable Glen B. Gainer III - West Virginia State Auditor
- 9:15 - 9:45 **P-Card Update and Q & A Session**
Amy Lewis, Executive Director
State and Local Government Purchasing Card Program - State Auditor's Office
Jack Berry, Director
Local Government Purchasing Card Program - State Auditor's Office
- 9:45 - 10:00 **Refreshment Break** - Provided
- 10:00 - 11:00 **Legislative Update**
Patti Hamilton - Executive Director, West Virginia Association of Counties
- 11:00 - 12:00 **2012 Election Processes Update**
The Honorable Natalie Tennant - West Virginia Secretary of State
- 12:00 - 1:00 **Lunch** - Provided
- 1:15 - 3:00 **One-on-One Discussions**
State Auditor's Office Staff (By appointment)

Dinner on your Own

THURSDAY – JUNE 14, 2012

- 8:00 - 8:30 **Seminar Registration** - The Inn at Glade Springs
- 8:00 - 10:45 **Working Breakfast** - Provided
- 8:00 **Full Breakfast Buffet Opens**
 - 8:30 - 9:30 **County Clerk's Roundtable Discussion** - Diana Cromley, Facilitator
 - 9:30 - 10:45 **IRS and Taxable Fringe Benefits**
James Driver - FSLG Specialist, Internal Revenue Service
- 10:45 - 11:00 **Refreshment Break** - Provided
- 11:00 - 12:00 **Credit Cards as a Form of Payment**
H. Allen Bleigh - Chief Tax Deputy, Kanawha County
- 12:00 - 1:30 **Lunch** - Provided
- 1:30 - 3:00 **Probate Law**
John F. Hussell, IV - Partner at Dinsmore & Shohl, LLP
- 3:00 **County Clerks Business Meeting**
Deputy Clerks Roundtable
- 6:00 - 8:00 **Annual Banquet and Door Prize Drawing**

FRIDAY – JUNE 15, 2012

- 8:00 - 10:00 **Working Breakfast** - Provided
- 8:30 - 9:00 **Update and Discussion on the Budgeting Process**
Comments and Feedback on this Training Session
Ora Ash, Director - Local Government Services, State Auditor's Office
 - 9:00 - 10:00 **Financial Statement Preparation**
Mary Ann Claytor - Local Government Services, State Auditor's Office
Shellie Humphrey - Local Government Services, State Auditor's Office
- 10:00 - 10:15 **Beverage Break** - Provided
- 10:15 - 11:15 **How to Manage Stress**
John Sorrenti - Training Specialist, State Auditor's Office
- 11:15 - 12:00 **Closing Remarks and Unfinished Business**